

## Appointment

---

**From:** Conrath, Andrea B [Conrath.Andrea@epa.gov]  
**Sent:** 9/16/2021 7:14:37 PM  
**To:** Conrath, Andrea B [Conrath.Andrea@epa.gov]; Maignan, Tawanda [Maignan.Tawanda@epa.gov]; Garvie, Heather [Garvie.Heather@epa.gov]; Fuller, Demson [Fuller.Demson@epa.gov]; Pfeifer, Chris [Pfeifer.Chris@epa.gov]; Arrington, Linda [Arrington.Linda@epa.gov]; Javier, Julie [Javier.Julie@epa.gov]  
**CC:** Bohnenblust, Eric [Bohnenblust.Eric@epa.gov]  
**Subject:** 24(c) Special Local Need Registration SOP Discussion  
**Attachments:** Draft timeline for rec2-SLN SOP 9-01-2021.docx; DRAFT OUTLINE SLN SOP 9-16-21rev.docx; IG SLN Audit Report w-SOP hilights.pdf  
**Location:** Microsoft Teams Meeting  
**Start:** 9/16/2021 6:30:00 PM  
**End:** 9/16/2021 7:00:00 PM  
**Show Time As:** Busy  
**Importance:** High  
**Required Attendees:** Maignan, Tawanda; Garvie, Heather; Fuller, Demson; Pfeifer, Chris; Arrington, Linda; Javier, Julie  
**Optional Attendees:** Bohnenblust, Eric

Hello all –

I'm scheduling this as tentative– because I think at least one person may be unavailable on Thursday (and several out on Friday).

Please let me know if this works for you and if needed, we may shift to next week.

Thanks!  
Andrea



Draft timeline for  
rec2-SLN SOP 9...



DRAFT OUTLINE  
SLN SOP 9-16-2...



IG SLN Audit  
Report w-SOP hil...

### Agenda:

- Introductions
- Audit and Corrective Action (SOP)
- Timeline
- Draft Outline

---

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

**Ex. 6 Personal Privacy (PP)** United States, Arlington

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

---